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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

LIBRARY
CURRENT SERIAL RECORD
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U. S. DEPARTMENT OF AGRICULTURE

November 18, 1948

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 28
Supplement 2

To: Branch and Division Chiefs and Regional Directors
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Procedure for Field Binding of Published Materials

Attached are copies of Library Circulars No. 10 and 3, (Revised) which are self-explanatory.

In order to insure adequate control at the regional level it appears desirable that each regional office issue instructions governing the processing of requisitions for binding and establishing the channels through which the material is to be submitted. Periodicals when bound will have accession numbers assigned to every volume under the arrangements contained in the attached Circular No. 10. Each Regional Administrative Services Division will be required to maintain the same property record control provided for in Administrative Services Division Memorandum No. 28 and Supplement 1.

PROCEDURE FOR MAINTAINING PROPERTY RECORDS

In order that Washington records may be complete, the procedure outlined herein will be followed for maintaining accountability records. At the time the material is received in the Field Branch of the Library, they will notify the Main Library in Washington which will assign the material an accession number, prepare the Form AD-106 and forward the yellow, salmon and blue copies to the Reproduction and Distribution Section in Washington. When copies are received in the Reproduction and Distribution Section the yellow copy will be retained and the salmon and blue copy will be sent to the appropriate Regional Administrative Services Division to be handled in the manner prescribed in Supplement 1 of Administrative Services Division Memorandum No. 28. Office supplies, such as requisitions may be bound, however, it is requested that you authorize binding only of those items which you feel justified in filing permanently.

Attachments-2 -2

B-94

F. J. Hughes

UNITED STATES DEPARTMENT OF AGRICULTURE
Library
Washington 25, D. C.

LIBRARY CIRCULAR NO. 10

Field Binding

October 11, 1943

The Department Library has an allotment of funds from the general departmental printing and binding funds to cover the cost of binding in the field. All field binding is done under contract with binders at various locations.

Bureaus and offices of the Department which need binding or rebinding of books which they file can obtain it by sending the volumes to be bound to the nearest field branch of the Library. A memo specifying the place to which the volume should be returned, the title of the volume or volumes and any special binding instructions, should accompany each shipment to any branch. Periodicals to be bound must be complete as to volume, title page and index.

Addresses of the Branches may be found in Library Circular No. 3 (revised) Aug. 9, 1943.

The Branches and the areas they serve are:

Albuquerque Branch:	Serves Arizona, Colorado, New Mexico and Utah
Atlanta Branch:	Serves Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and Virginia.
Fort Worth Branch:	Serves Arkansas, Louisiana, Oklahoma and Texas.
Lincoln Branch:	Serves Kansas, Montana, Nebraska, North Dakota, South Dakota and Wyoming.
Milwaukee Branch:	Serves Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio and Wisconsin.
Philadelphia Branch:	Serves Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont and West Virginia
Portland Branch:	Serves Idaho, Oregon and Washington.
San Francisco Branch:	Serves California and Nevada.

Ralph R. Shaw

Ralph R. Shaw
The Librarian



UNITED STATES DEPARTMENT OF AGRICULTURE
Library
Washington 25, D. C.

LIBRARY CIRCULAR NO. 3 (Revised)

Directory of Field Libraries

Branches

August 9, 1943

1. Albuquerque Branch
U.S. Dept. of Agriculture Library
Box 1348
Albuquerque, New Mexico
2. Atlanta Branch
U.S. Dept. of Agriculture Library
914 Glenn Building
Atlanta 3, Georgia
3. Beltsville Branch
U.S. Dept. of Agriculture Library
Center Building
Beltsville, Maryland
4. Fort Worth Branch
U.S. Dept. of Agriculture Library
c/o Fort Worth Public Library
Fort Worth 2, Texas
5. Lincoln Branch
U.S. Dept. of Agriculture Library
Rudge and Guenzel Building
Lincoln 1, Nebraska
6. Milwaukee Branch
U.S. Dept. of Agriculture Library
970 Madison Building
Milwaukee 3, Wisconsin
7. Philadelphia Branch
U.S. Dept. of Agriculture Library
Bankers Securities Building
Philadelphia 7, Pennsylvania
8. Portland Branch
U.S. Dept. of Agriculture Library
519 Main Post Office Building
Broadway and Glisan
Portland 9, Oregon
9. San Francisco Branch
U.S. Dept. of Agriculture Library
1028 Phelan Building
San Francisco 2, California

Sub-Banches

1. Albany Sub-Branch
U.S. Dept. of Agriculture Library
Western Regional Research Laboratory
Albany, California
2. Asheville Sub-Branch
U.S. Dept. of Agriculture Library
Appalachian Forest Experiment Station
Asheville, North Carolina
3. Entomology Sub-Branch
U.S. Dept. of Agriculture Library
Beltsville, Maryland
4. Forestry Sub-Branch
U.S. Dept. of Agriculture Library
MacFadden Place, City Park
Rural Route 3
New Orleans, Louisiana
5. Kansas City Sub-Branch
U.S. Dept. of Agriculture Library
212 West 14th Street
Kansas City 8, Missouri
6. Little Rock Sub-Branch
U.S. Dept. of Agriculture Library
Donaghey Building
Little Rock, Arkansas
7. Madison Sub-Branch
U.S. Dept. of Agriculture Library
Forest Products Laboratory
Madison 5, Wisconsin
8. Missoula Sub-Branch
U.S. Dept. of Agriculture Library
U.S. Forest Service
Missoula, Montana

Sub-Banches (continued)

9. New Orleans Sub-Branch U.S. Dept. of Agriculture Library Southern Regional Research Laboratory 2100 Robert E. Lee Boulevard New Orleans 19, Louisiana	12. Plant Industry Sub-Branch U. S. Dept. of Agriculture Library Beltsville, Maryland
10. Ogden Sub-Branch U. S. Dept. of Agriculture Library U. S. Forest Service Ogden, Utah	13. St. Louis Sub-Branch U. S. Dept. of Agriculture Library 507 Boatmen's Bank Building St. Louis 2, Missouri
11. Peoria Sub-Branch U. S. Dept. of Agriculture Library Northern Regional Research Laboratory Peoria 5, Illinois	14. Wyndmoor Sub-Branch U.S. Dept. of Agriculture Library Eastern Regional Research Laboratory Chestnut Hills Post Office Philadelphia 18, Pennsylvania

Stations

1. Columbus Station U. S. Dept. of Agriculture Library Central States Forest Expt. Station 90 W. 10th Avenue Columbus 1, Ohio	6. Portland Station U. S. Dept. of Agriculture Library Pacific Northwest Forest & Range Experiment Station Portland 5, Oregon
2. Denver Station U.S. Dept. of Agriculture Library Rocky Mountain Region U. S. Forest Service Post Office Building Denver 2, Colorado	7. Rio Piedras Station U.S. Dept. of Agriculture Library Tropical Forest Experiment Station Rio Piedras, Puerto Rico
3. Ft. Collins Station U.S. Dept. of Agriculture Library Rocky Mountain Forest & Range Expt. Sta. Ft. Collins, Colorado	8. St. Paul Station U.S. Dept. of Agriculture Library Lake States Forest Experiment Station St. Paul 8, Minnesota
4. Entomology Station U. S. Dept. of Agriculture Library Room 338 U. S. National Museum Washington 25, D. C.	9. San Juan Station U. S. Dept. of Agriculture Library U. S. Farm Security Administration 29 Commercio Street San Juan, Puerto Rico
5. Juneau Station U. S. Dept. of Agriculture Library U. S. Forest Service Juneau, Alaska	10. Tucson Station U. S. Dept. of Agriculture Library Southwestern Forest & Range Experiment Station P. O. Box 951 Tucson, Arizona

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



May 21, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 28

TO: Branch and Division Chiefs and Regional Administrators
FROM: F. J. Hughes, Chief, Administrative Services Division
SUBJECT: Procedure for Acquisition and Inventory of Published Materials

The procedure for the acquisition and inventory of published materials as outlined in this memorandum and the attached Library Circular No. 4 is presented for your information and guidance in ordering maps, books, periodicals and newspapers and supersedes all instructions issued by the former agencies now comprising the Food Distribution Administration.

I - PROCEDURE FOR ACQUISITION OF PUBLICATIONS

All published materials will be purchased through the Department Library regardless of the appropriation to be charged or whether for Washington or field use. Requests shall be submitted to the Reproduction and Distribution Section of the Administrative Services Division on Form AD-244, "Request for Purchase of Publication," in sextuplicate. All requests for purchase must be accompanied by a statement in justification thereof. If no statement accompanies a request the requisition will be returned to the originating office. Although Department Regulations 1912 provides that the Department Librarian determine whether an individual purchase falls within the book and publication purchase policy of the Department, the Chief of Reproduction and Distribution Section of the Administrative Services Division, serving as the Administration's representative, is hereby authorized to make preliminary determinations necessary to insure a sound and prudent purchase policy within the Food Distribution Administration, consistent with the requirements of the Department Library. The Chief of Reproduction and Distribution Section will examine all requests for purchases in order to keep to the minimum expenditures for this type of material. Only such publications may be purchased as are required for official use in the furtherance of the authorized work of the Branch, Division or Region under the appropriation from which purchase is to be made. Approving officers are requested to examine carefully the language of the appropriation act involved before authorizing purchase, to ascertain whether the purchase of the particular book or publication is within the authority of the act. In case of doubt the Budget Officer shall make the decision. Requisitioning officers must

bear in mind that an ever present rule on considering orders may be found in asking the following question: "Is the item requested a necessary tool of Government to carry out the purposes of the act governing the appropriations from which the purpose is to be made?"

In filling out Form AD-244 the space in the upper right hand corner for "Bureau or Office No." should be left blank. The numbers will be assigned by the Reproduction and Distribution Section. The form does not provide for indicating the delivery address for material to be delivered to addresses other than that of the approving officer. If the items, other than working tools as defined in Paragraph 1911 of the Department Regulations are to be delivered by the Department Library or Publisher to an office other than that of the requisitioner please insert below the line "Telephone No." the name and address of the recipient. The space for indicating recipient of Purchase Order and Voucher will be filled in by the Reproduction and Distribution Section. After the line reading, "Approved for the Bureau/Office of", the words, "Food Distribution Administration", should be inserted in all cases. As the request will be approved by the Chief of Reproduction and Distribution Section this title should be typed in at the point provided for that purpose.

In order to facilitate checking requisitions one copy of the Form AD-244 completed by the Reproduction and Distribution Section will be returned to the requisitioning officer and one copy will be forwarded to the consignee. Immediately upon receipt of the material ordered and upon receipt of the first issue of a subscription the consignee shall indicate the date of receipt, sign the form in the lower left hand corner and return it to the Reproduction and Distribution Section. Failure to comply with this provision promptly will result in unnecessary delay in the payment of vouchers, and where too long a time elapses, the subscription service may be terminated prematurely for non-payment. It is of great importance that the edition desired be indicated clearly in ordering books. Department policy requires all periodicals be ordered for expiration on a calendar year basis while newspapers are ordered on a fiscal year basis. Correspondence with publishers by requisitioning officers, unless emanating from the Reproduction and Distribution Section, creates confusion and consequently Washington and field offices are advised against continuing this practice.

II - PROCEDURE FOR INVENTORY OF PUBLICATIONS

The attached copy of Library Circular No. 4 contains instructions for reporting books on hand. The required inventory must be submitted to the Department Library on June 30, through the Reproduction and Distribution Section of this Division. It is necessary therefore that we receive all reports no later than June 15 in order that they may be checked and consolidated before submission to the Library. Although the Library gives the Bureaus the choice of submitting their inventory on sheets or 3 x 5 cards we prefer that they be submitted in triplicate on Form AD-106, "Property Record Card". After consolidation the Reproduction and Distribution Section will send all three copies to the Library. The Library will return two copies of the inventory with accession numbers indicated thereon, one of which will be

returned to the office submitting the report. It is requested that particular attention be paid to the following points:

1. The inventory should be divided into two sections:
 - (a) All books, pamphlets and reports which the Branch, Division or Region wishes to retain and are prepared to certify are necessary as working tools; and (b) the books, pamphlets and reports for which the Branch, Division or Region has no further use, and which may be transferred to other offices.
2. In reporting pamphlets, publications and reports, indication should be made as to whether they are bound or unbound.
3. Form AD-106 listing books, pamphlets and reports should be arranged in alphabetical order by author. The surname should be given first, followed by initials. In the event the author is a government agency, the name of the agency must be given, as "USDA Brookings Institution" etc.
4. Since all offices submitting inventory reports are required to list working tools surplus to their needs, it appears desirable to indicate also which working tools are desired for use in your office so that we may attempt to secure them from other surplus lists.

In those offices where an inventory of books, pamphlets and reports has been combined with the annual report of equipment the instant inventory must be resubmitted in accordance with the procedures set forth herein.



Attachment

B-254

UNITED STATES DEPARTMENT OF AGRICULTURE
Library
Washington, D. C.

January 6, 1943

LIBRARY CIRCULAR NO. 4

Procedure For Acquisition and Inventory
of Published Materials as Working Tools

The following procedure for the acquisition and inventory of working tools has been worked out in cooperation with representatives of the various bureaus and offices. If it needs modification or clarification in any respect, please submit suggested changes to the Department Librarian.

This procedure is concerned only with material to be filed more or less permanently with individuals or in offices of bureaus, in accordance with Department Regulations 1911, 1914, and 1915. It does not apply to the borrowing of books from the Department Library or from any of its branches, sub-branches, or stations, by individual employees for limited lengths of time, under the provision of Department Regulation 1916, nor does it apply to publications classed as expendable. (see Department Regulation 1911, 1912, and 1914.)

I. Acquisition of Working Tools

A. In Washington

Working tools for use in Washington may be obtained: (1) by loan from the Department Library to the bureau; (Please note that working tools are not loaned to individuals) (2) by purchase from bureau funds; (This applies only to those bureaus which have authority to purchase publications for use in Washington) (3) by purchase from Library funds; (for those bureaus which do not have authority to purchase books for use in Washington) (4) by gift.

B. In the Field

Working tools for use in the field may be acquired: (1) by loan to the bureau from the Department Library. (2) by purchase from the bureau's funds. (3) by gift.

Since the acquisition of working tools will be handled only through the representative designated by each bureau, all requests for working tools must come to the library from the bureau representatives.

C. Procedure for Obtaining Publications as Working Tools

All requests for working tools shall:

1. be submitted to the Library on "Request for Purchase of Publication" (Form AD-244), with the words "working tool" written on the right side of

the author line of the AD-244.

2. The AD-244 shall give the name and address of the person to whom the library is to address the publication. (This may be the bureau representative or some other person)

3. Approval of the request by the bureau representative shall be indicated by his signature on the lower lefthand corner of the AD-244.

4. If it is a request for a purchase instead of a loan, the appropriation from which the publication is to be obtained must be indicated on each AD-244, and the lower portion of the form must be signed by an officer of the bureau authorized to approve expenditure of its funds. If the publication is to be purchased from Department Library funds, the word "Library" should appear in the space for the appropriation symbol.

When the Form AD-244 is received in the Library, the shelves will be searched to see whether a copy can be supplied from stock without purchasing the book. If this can be done, the book will be sent as indicated on the AD-244; and the AD-244 will be returned to the bureau, with a note indicating that the book has been supplied from stock rather than by purchase.

To provide working tools to those bureaus which do not have authority for the purchase of books for use in Washington, the Department Library will allot a specified amount to be spent for working tools for that bureau, and will notify each bureau representative of the amount available for his bureau. Monthly statements will be sent to the bureau representative so that he may keep within the amount allotted.

II. Inventory

For the purposes of inventory, working tools are all non-expendable publications of the Department except: 1. Unbound current periodicals which are less than five years old (periodicals are defined as publications issued quarterly or more frequently). 2. Those filed in branches, sub-branches, or stations of the Department Library. (For a list of branches, sub-branches and stations, see Library Circular No. 3)

Date for Inventory Report

The first annual inventory report shall be submitted to the Department Library on or before June 30, 1943.

Inventory Procedure

A record of the inventory in duplicate shall be sent to the Department Library, preferably on 3 x 5 slips. It may, however, be submitted on sheets with the items in each office arranged alphabetically by authors. (For samples see pages 5 and 6). Each bureau will decide whether it will use slips or sheets. Regular Department sheet, Forms AD-113 or slip forms AD-106 may be used, or plain slips or sheets may be used in their stead. It is important that the following information be given in the order indicated in the samples (pages 5 and 6):

A. For books, pamphlets and reports give:

1. LIBRARY CALL NUMBER. The "library call number" is a classification number composed of numerals and letters. It will not be found on all publications. When it is given, it will be on the book plate, pasted on the inside of the front cover, and also on the back of the book near the bottom. When the back of the book is too thin to carry the call number it will be on the upper left corner of the front cover.
2. AUTHOR. The author may be an individual, in which case his surname should be given first, followed by his initials. The author may be a government agency or an organization. In that case the name of the agency or organization should be given as U. S. Department of Agriculture, Brookings Institution, etc. If the agency is not clear, it may be omitted.
3. BRIEF TITLE. The title of the book is frequently very long. Only the first part of it need be given and long explanatory phrases may be omitted. Sometimes the title on the cover of the book differs from the one used on the title-page. The title on the title-page should be used.
4. ACCESSION NUMBER. The accession number is a serial number assigned to each publication by the library to identify that volume and to differentiate it from every other volume in the Department. Most but not all of the books in the Department have an accession number at the present time. In those books to which such a number has been assigned, it will invariably be found on the top of the page following the title page.

B. For Periodicals:

1. BOUND VOLUMES. Library call number (if any), title, volumes, dates, and accession number (if any). (For sample see B, page 5).
2. UNBOUND VOLUMES MORE THAN FIVE YEARS OLD. Library call number

(if any), title, volume numbers and dates. There will be no accession numbers for unbound periodicals. (See page 5 sample card B)

Arrangement. Whether submitted on slips or sheets, all the items should be arranged in two categories:

1. Publications still needed as working tools.
2. Publications no longer needed as working tools.

Note: It may be possible to fill the needs of one office from the publications no longer needed in another office. It would, therefore, be desirable if each bureau would submit with the inventory report a list of the working tools that it needs. Items which are essential should be marked with an asterisk before the author's name.

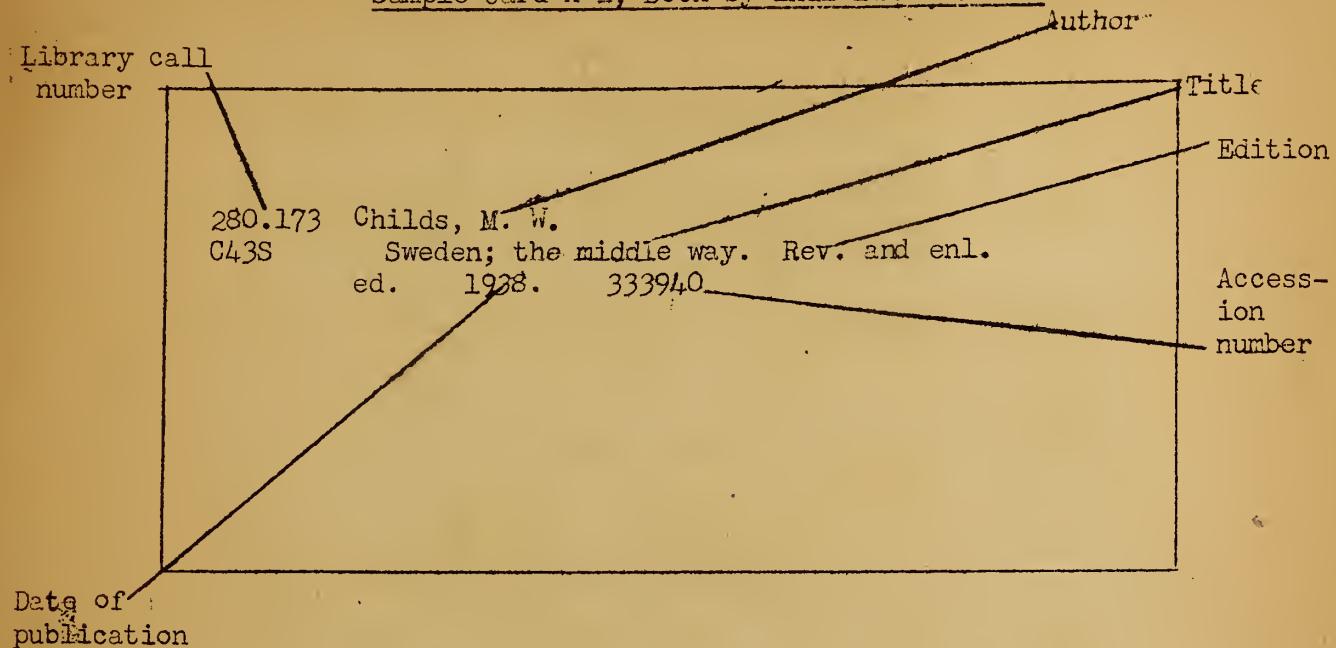
Accession Numbers. The Library will check the inventory record against its working tool record and will assign accession numbers where they are lacking. One copy of the inventory record will be returned to the bureau. Upon receipt of this copy, the bureau shall have the accession number for each publication written on the top of the page following the title page of the publication. Some bureaus have in the past used inventory numbers, or the purchase order number in books purchased. The accession number will replace any other number formerly used, so that each publication may be identified clearly and permanently.

Future Inventories. In the future, the bureaus shall record each new working tool acquired as received.

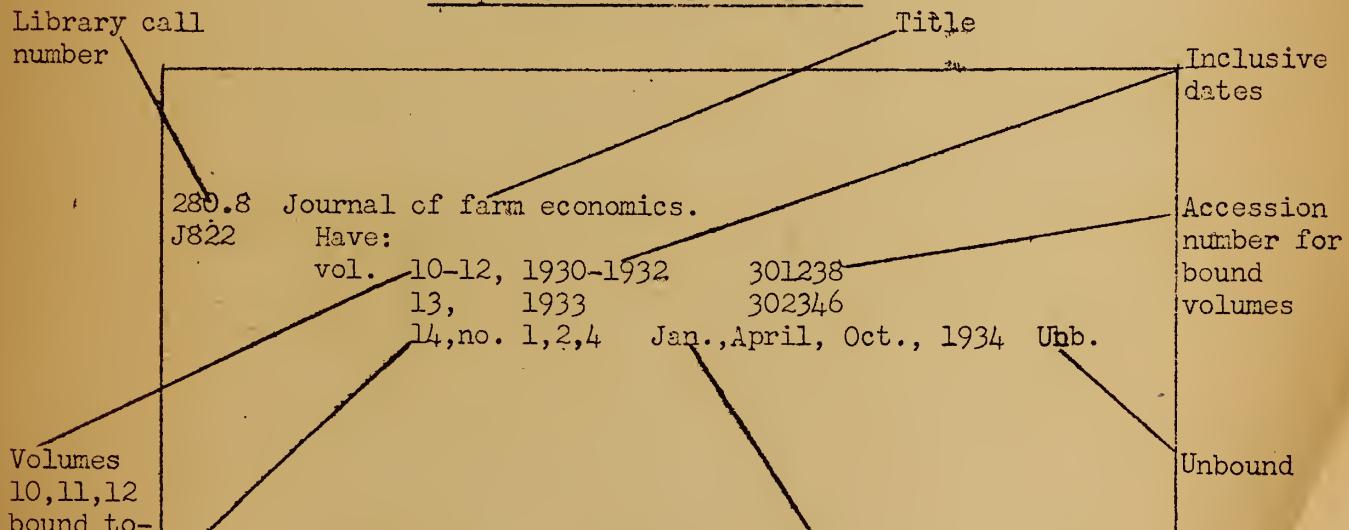
Those working tools which have a library accession number in them when received need merely be entered in the bureau's own inventory record.

Any publication which does not bear a library accession number on the page after the title page should promptly be entered on a Form AD-106 inventory slip. Two or more copies of this form shall be forwarded to the Library. (One for the library and as many more as the Bureau will need). The Library will assign an accession number to each such volume and will note this accession number on all copies of the Form AD-106 submitted. One copy of this form will be retained in the Library and the remaining copy or copies will be returned to the bureau which will write the accession number on the publication and will file the copy or copies of the Form AD-106 so as to keep it's inventory records current.

Sample Card A-1, Book by individual Author



Sample Card B - Periodicals



Volume and
numbers.
Notice no. 3
is missing

Sample Sheet

280.12 Arnold, T. W. The bottlenecks of business. 1940.
Ar6 292957

286.12 Bacon, L. B., and Schloemer, F. C. World trade in
B13 agricultural products. 1940. 310896

284.3 Canada. Bureau of statistics. Internal trade branch.
C16C City index numbers of retail food prices, 1935-
1940. 332835

280.173 Childs, M. W. Sweden; the middle way. Rev. and enl.
C43S ed. 1938. 333940

280.8 J822 Journal of farm economics.
Have:
vol. 10-12, 1930-1932 301238
13, 1933 302346
14, no.1,2,4 Jan., April, Oct., 1934 Unb.

278.11 Smith, J. R., and Phillips. M. O. North America. 1940.
Sm6N 276556
1940

173.4 U.S. Office of civilian defense. Protection of schools and
C49Ps school children. 1941. 326581

Ralph R. Shaw

Ralph R. Shaw
The Librarian.

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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington, 25 D.C.

June 11, 1943

ADMINISTRATIVE SERVICES DIVISION MEMO. NO. 28
Supplement 1

TO: Branch and Division Chiefs and Regional Administrators
FROM: William L. Rice, Acting Chief, Administrative Services Division
SUBJECT: Procedure for Acquisition and Inventory of Published Materials

Section II of Administrative Services Division Memorandum No. 28 outlines the procedure to be followed in conducting the inventory of published materials as required by Library Circular No. 4. In order to achieve uniformity of reporting the following additional instructions must be followed carefully.

In submitting the Form AD-106, "Property Record Card", the white, yellow and salmon copies are to be forwarded to the Washington Reproduction and Distribution Section, Administrative Services Division, the blue copy remaining in the Branch, Division or Regional office submitting the report.

When the inventory cards have been returned by the Department Library with the accession numbers indicated thereon, the salmon copy will be sent to the appropriate office. The accession numbers are then to be copied on the blue form. The blue copy is to be sent to each individual to whom working tools are assigned for signature acknowledging custody of the working tool, and is then to be returned to the Administrative Officer of the Branch or Division or the Chief, Regional Administrative Services Division. The blue copy is then to be filed alphabetically by name of person to whom material is assigned. This procedure will enable the Branch, Division or Regional office to immediately locate each working tool assigned to them, and will make possible proper accountability for working tools by individuals in the event of their separation from the payroll. The salmon copy of Form AD-106 is to be filed alphabetically by title of the publication.

All working tools purchased in the future will be delivered to the Department Library Cataloguing Section where the accession number will be assigned and the Form AD-106 prepared. The material will then be forwarded to the Reproduction and Distribution Section together with the yellow, salmon and blue copies of Form AD-106. The Reproduction and Distribution Section will retain the yellow copy of Form AD-106 and the salmon and blue copy will be sent with the working tool to the Administrative officer of the Branch or Division or the Regional Administrative Services Division Chief to be treated in the manner described above.

William L. Rice

